

# **Table of Contents**

<b>Section</b>	<b>Page</b>
<b>I. Apportioned Registration and International Registration Plan</b>	<b>2</b>
<b>II. Definitions Applicable to this Plan</b>	<b>4</b>
<b>III. Leased Vehicles</b>	<b>5</b>
1. Owner-Operator Registration	5
2. Trip Leasing	7
3. Household Goods Carrier	7
4. Rental Company Fleet Vehicles	7
<b>IV. Application Instructions</b>	<b>8</b>
1. Application Requirements	8
2. Titles	9
3. Other Application Information	9
<b>V. Preparation of Original and Renewal (Currently Apportioned Fleet) Application Forms.</b>	<b>10</b>
1. Schedule A	10
2. Schedule B	14
3. Licensing Weight Schedule E	15
<b>VI. Supplemental Application</b>	<b>15</b>
<b>VII. Billing and Payment of Registration Fees</b>	<b>17</b>
<b>VIII. Apportioned License Plates and Cab Cards</b>	<b>18</b>
<b>IX. Replacement of Lost Identification</b>	<b>18</b>
<b>X. Temporary Operating Authority</b>	<b>19</b>
<b>XI. Trip Permits</b>	<b>20</b>
<b>XII. Enforcement</b>	<b>21</b>
<b>XIII. Audits</b>	<b>21</b>
1. General Requirements	22
2. Mileage/Distance Reporting	22
<b>XIV. Refunds</b>	<b>23</b>
<b>XV. Insurance</b>	<b>23</b>
<b>XVI. Federal Heavy Vehicle Tax</b>	<b>24</b>
<b>XVII. Hunter's Permits</b>	<b>25</b>

## **ARKANSAS APPORTIONED REGISTRATION PROCEDURES AND INSTRUCTIONS MANUAL**

### **FORWARD**

These instructions have been compiled by the Arkansas Motor Vehicle Division to help Arkansas based carriers who register their vehicles in this state and with any other jurisdiction who is a part of the International Registration Plan (IRP).

If you are registering vehicles under the IRP, please use the forms provided by the IRP Unit. If you need help with the instructions or forms, please contact our office at the number below. Office hours are 8:00 AM to 4:30 PM Monday through Friday. Walk-in customers need to be here no later than 3:00 PM.

<b><u>DEPARTMENT</u></b>	<b><u>LOCATION</u></b>	<b><u>TELEPHONE</u></b>
IRP	Office of Motor Vehicles IRP Unit P.O. Box 8091 Little Rock, AR 72203	501-682-4653
Motor Fuel	Motor Fuel Tax Section P.O. Box 1752 Little Rock, AR 72203	501-682-4800
Transportation	Regulatory Unit P.O. Box 8051 Little Rock, AR 72203	501-569-2358
Over-Weight / Over-Dimension	AR Hwy. & Transportation Dept. Permit Section P.O. Box 2261 Little Rock, AR 72203	501-569-2381
Highway Police	AR Hwy. & Transportation Dept. P.O. Box 2779 Little Rock, AR 72203	501-569-2421
DFA Website	<a href="http://www.state.ar.us/dfa/">http://www.state.ar.us/dfa/</a>	

## **I. INFORMATION ON APPORTIONED REGISTRATION**

### **A. THE PLAN**

It is the purpose of this plan to promote and encourage the fullest possible use of the highway system by authorizing the proportional registration of fleets of vehicles and the recognition of vehicles proportionally registered in other jurisdictions, thus contributing to the economic and social development and growth of the jurisdictions.

Under the Plan, the interstate operator is required to file an application with the jurisdiction in which he is based. The base jurisdiction, in turn, issues a base apportioned license plate and cab card. The base plate and cab card are the only identification or credentials required to qualify the carrier to operate interstate or intrastate in IRP member jurisdictions. The cab card will list those jurisdictions in which the operator has qualified and paid registration fees.

The plan is specific in requiring that all member jurisdictions comply with three (3) basic concepts embodied in the agreement listed below:

1. Single registration plate;
2. Single registration (cab) card: and
3. Ability to perform both interstate and intrastate vehicle movements.

### **B. DEFINITION OF FLEET:**

“Fleet” means one (1) or more apportionable vehicles. “Apportionable Vehicles” means any vehicle except recreational vehicles, vehicles displaying restricted plates, city pick up and delivery vehicles, buses used in transportation of chartered parties, and Government-owned vehicles, used or intended for use in two or more jurisdictions that allocate or proportionally register vehicles and is used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property and:

1. is a power unit having two axles and a gross vehicles weight or registered gross vehicle weight in excess of 26,000 pounds or 11,793.401 kilograms; or
2. is a power unit having three or more axles, regardless of weight; or
3. is used in combination, when the weight of such combination exceeds 26,000 pounds or 11,793.401 kilograms gross vehicle weight.

## II. DEFINITIONS APPLICABLE TO THE PLAN

1. Base Jurisdiction means the jurisdiction where the registrant has an established place of business, where mileage is accrued by the fleet and where operational records of such fleet are maintained or can be made available.
2. Base Plate means the plate issued by the base jurisdiction which is the only registration identification plate issued for the vehicle by any member jurisdiction. Base plates are identified by having the word **APPORTIONED** and the jurisdiction's name on the plate.
3. Bus Miles at the option of the registrant, total miles or kilometers may be the sum of all actual in-jurisdiction miles or kilometers or a sum equal to the schedules route miles or kilometers per jurisdiction from the farthest point of origination to the farthest point of destination of the scheduled pool.
4. Cab Card is a card issued for each apportioned vehicle to identify the registration and to verify weights for each apportioned jurisdiction.
5. Carrier is an individual, partnership, or corporation engaged in the business of transporting goods or persons.
6. Commercial Vehicles means any vehicle operated for the transportation of property in furtherance of any commercial or industrial enterprise, for hire or not for hire.
7. Fleet means one or more apportionable vehicles.
8. Interstate Operations means vehicle movement between or through two or more jurisdictions.
9. Intrastate Operations means movement of a vehicle from one point within a jurisdiction to another point within the same jurisdiction.
10. Jurisdiction means a state, territory, or possession of the United States, the District of Columbia, or a state, province, or territory of a country.
11. Lease means a written document vesting exclusive possession, control of and responsibility over the operation of the vehicle in the lessee for a specific period of time as if such lessee were the legal owner.

12. Long Term Lease means a lease of thirty (30) days or more.
13. Operational Records means documents supporting miles or kilometers traveled in each jurisdiction and total miles or kilometers traveled such as fuel reports, trip sheets and logs. See Audit section, page 23.
14. Preceding Year means the period of twelve consecutive months immediately prior to July 1<sup>st</sup> of the year immediately preceding the commencement of the registration or license year for which apportioned registration is sought.
15. Reciprocity means that an apportionable vehicle properly registered shall be exempt from further registration by any other member jurisdiction.
16. Reciprocity Distance are miles or kilometers generated by apportioned vehicles in jurisdictions that grant reciprocity and require no apportionment.
17. Registration Year means a period of time for which registration issued by the base jurisdiction is valid.
18. Short Term Lease means a lease of less than thirty (30) days.
19. Total Distance means the total number of miles or kilometers operated by a fleet of proportionally registered vehicles in all jurisdictions during the mileage reporting period.
20. Trip Permit means a temporary permit issued by a jurisdiction in lieu of reciprocity or registration.

### **III. LEASED VEHICLES**

Owner-Operator Registration: Proportional registration for owner-operators who lease their vehicles to motor carriers may be accomplished in one of the following procedures:

- A. The carrier (Lessee) may be the registrant and the vehicle may be registered by the carrier with the owner-operator shown as the owner. The allocation of fees shall be according to the operational records of the carrier. The identification plates and cab cards shall be the property of the carrier.

Or

- B. The owner-operator (Lessor) may be the registrant and the vehicle may be registered in the owner-operator's name. The allocation of fees shall be according to the operational records of the owner-operator.

#### ADVANTAGES

1. The settlement of the unexpired portion of the license plate at lease termination will no longer be a problem.
2. The owner-operator may lease to any carrier based in an IRP jurisdiction when the vehicle is base plated within the IRP Plan.
3. The owner-operator may have greater flexibility. He may choose to trip lease at times and permanently lease at other times.
4. The owner-operator can qualify in all IRP jurisdictions allowing the carrier to trip lease and alter daily operations without a trip permit.

#### POTENTIAL DISADVANTAGES

1. Each owner-operator registering vehicles with apportioned plates **is subject to audit** under the IRP Plan. An owner-operator is responsible for keeping the individual vehicle mileage records for audit purposes. Owner-operators with incomplete audit records will be assessed full fees in Arkansas for the audit period.
2. Owner-operators traveling through an IRP jurisdiction which is not listed on the cab card must purchase a trip permit with that state. For example, an owner-operator registers or qualifies only with jurisdictions that the carrier has apportioned. When the owner-operator moves to a new carrier and travels in additional jurisdictions fees in excess of the 100% originally paid must then be charged and a new cab card issued. Every new lease could result in the need for adding new jurisdictions and paying fees in excess of 100%.
3. Carriers may require all owner-operators to register lease units with their IRP account as a condition for leasing on units.
4. Owner-operators registering units in their base jurisdiction of residence will not be recognized if the lessee is based in a non IRP jurisdiction. The carrier is required to purchase a base plate in that jurisdiction.

If the registrant is an owner-operator qualifying for first time, please refer to Section V ( C ) when completing Schedule B. See page 10.

TRIP LEASING: Apportioned operators may lease equipment to another apportioned fleet operator; however the Lessor is responsible for reporting the miles/kilometers traveled by the leased equipment. The Lessee shall be the person or company using and operating the equipment by the agreement. The leased vehicle must bear proportional credentials and be operated only in jurisdictions which fees have been paid or purchase a trip permit in each IRP jurisdiction.

HOUSEHOLD GOODS CARRIER: Household goods carriers using equipment leased from service representatives may elect to either base the equipment in the base jurisdiction of the service representative or in that of the carrier.

If the base jurisdiction of the service representative is elected, the equipment shall be registered in the service representative's name and the carrier shall be indicated as the lessee. The apportionment of fees shall be according to the combined mileage/distance records of the service representative and those of the carrier. Such records must be kept or made available in the service representative's base jurisdiction.

If the base jurisdiction of the carrier is selected, the equipment shall be registered by the carrier and in the name of the carrier, and the service representative shall be designated as the lessor. The apportioning of fees shall be according to the mileage/distance records of the carrier and service representative which must include intrastate and miles operated by those vehicles. The records must be kept or made available in the base jurisdiction of the carrier. (Service representatives, properly registered under this election, shall be fully registered for operations under their own authority as well as under the authority of the carrier.)

RENTAL COMPANY FLEET VEHICLES: Rental fleets owned by any person or firm engaging in the business of renting and/or leasing vehicles for valuable consideration for a specified period of time may, at the option of the owner rental company, be registered in the name of the owner rental company, provided that:

1. The operational records of the fleet are maintained by the owner rental company; and
2. Such vehicles are part of a rental fleet which are identifiable as being part of such fleet; and
3. Such person or firm has received approval from the jurisdiction to apportion such rental fleet; and
4. Such person or firm registers such fleets in accordance with Articles III, IV, and VII of the International Registration Plan.

#### IV. APPLICATIONS FOR APPORTIONED REGISTRATION

Original application forms for apportioned registration are available from the Arkansas IRP Unit upon request.

Computer printed renewals are automatically mailed to Arkansas carriers with current apportioned registrations. Please verify the information with your signature and return the top copy to the IRP Unit with all necessary updates.

A. APPLICATION REQUIREMENTS: A completed application must consist of:

1. International Registration Plan application forms. See Section V “Preparation of Forms”.
2. Proof of title in the owner’s name for each vehicle **not** previously registered with the fleet.
3. A copy of the previous registration for each vehicle **not** previously registered with the fleet.

**NOTE: IF YOU SUBMIT AN OUT OF STATE TITLE CONTAINING AN ARKANSAS ADDRESS, YOU MUST BE ABLE TO PROVE LEGAL RESIDENCY IN THE TITLE STATE OR ELSE SALES TAX WILL BE DUE . PROOF CONSISTS OF UTILITY BILLS AND A TELEPHONE BILL IN THE TITLED OWNERS NAME SHOWING THE PHYSICAL ADDRESS THAT IS ON THE TITLE. SALES TAX WILL BE COLLECTED FROM THE ORIGINAL BILL OF SALE.**

4. Proof of Federal Heavy Vehicle Use Tax. Receipted Schedule I or a copy of your Form 2290 Schedule I and a photo copy of the front and back of your canceled check with a **legible code** which indicates payment for the proper tax year.
5. Liability insurance – See Section XV, Page 23-24.
6. Proof of personal property assessment on each vehicle from the county where the vehicle is based, or a copy of the Annual Motor Carrier Report filed with the Public Service Commission. The checklist included with the renewal packet will indicate the year for the assessment.
7. Proof of paid personal property taxes or paid ad valorem taxes. The checklist included with the renewal packet will indicate the year for the tax receipt. Under Arkansas law, payment of property tax is a prerequisite to registration of a vehicle.

8. Signed statement acknowledging mileage/distance record keeping requirements. See page 42.
- B. Title: Applicants acquiring a new or used commercial vehicle not previously titled must apply for title through the IRP Unit. Necessary documents to title include:
1. Title application signed by the owner (s) or a representative of a company or corporation.
  2. Assignment on the back of either:
    - a. Manufacturer's Statement of Origin for a new vehicle.
    - or
    - b. Previous title for a used vehicle.
  3. Bill of Sale signed by BUYER and SELLER.
  4. Lien instrument, if financed, with debtor's signature and complete VIN.
  5. \$5.00 title fee.
  6. \$.50 lien fee (if financed).
  7. 6% of cash selling price on new or used vehicles, plus 1% up to \$25.00 local tax where applicable. (County and city taxes may vary). Deduct FET and trade-in's before calculating sales tax. As of May 1, 2003, there is a sales tax exemption for truck tractors registered at 56,000 pounds or more. Sales tax is charged on no more than \$9,150.00 of the selling price plus applicable city and/or county taxes. A sales tax exemption also exists for semi-trailers that pull a truck tractor at 56,000 pounds or more. Sales tax is charged on no more than \$1,000.00 of the selling price plus applicable city and/or county taxes.
  8. Homemade Trailers – Homemade trailers or shop built trailers are required to have an assigned seventeen digit VIN issued by the Arkansas Motor Vehicle Section prior to applying for an Arkansas title.
- C. OTHER APPLICATION INFORMATION: Arkansas requires the applicant to submit only ONE of the IRP Schedule A/E, Schedule B, and/or Supplement forms properly signed.

**It is the applicant's responsibility to properly complete all forms necessary to register and title vehicles under apportioned registration agreements. Applications submitted without supporting documents will be returned to the applicant for completion.**

IRP applications are processed through the Little Rock Office of Motor Vehicles IRP Unit. County revenue offices **cannot** accept or process IRP applications. Transactions concerning the transfer of IRP license plates or lien filings should only be processed through the IRP Unit.

**NOTE:** Filing an IRP application does not constitute authorization to operate an apportioned vehicle. It is necessary for the applicant to secure either permanent or temporary authorization from the IRP Unit before legally operating the vehicle.

**V. PREPARATION OF ORIGINAL AND RENEWAL APPLICATION FORMS**

The following instructions pertain to the computer printed renewals and application forms titled International Registration Plan Application Schedule A/E and its reverse side Schedule B.

Completed forms must be legible and must contain correct information. Registrants will be contacted by telephone or by mail concerning applications that are incorrect when incomplete information is received.

**A. Computer Printed Renewals Schedule A/E**

Please verify all of the formation listed on the printed renewals. (Name of applicant, business address, mailing address, person to contact, and telephone number). Notice on the computer printed renewals, Schedule E and Schedule A are combined on the same page. The renewal schedule E will list the weights and jurisdictions according to the previous year's registration. Listed below Schedule E is Schedule A with each vehicle registered during the previous license year that is currently in effect at the time the renewal was printed.

If all the information is correct, sign the original computer print-out and date the application in the designated space. If vehicles listed on the printed renewal are no longer in service, draw a red line through the vehicles you wish **NOT** to renew. These units will be deleted by the IRP office.

If additional vehicles are being added to the fleet, list these units on a supplement application form. The added vehicles are keyed as part of the renewal and not a supplement unless the units need to be added prior to the effective date of the renewal. If there are any changes or corrections, please

use the supplement application. **DO NOT** make changes or corrections on the print-out.

On the renewal Schedule B mark in the designed space by each jurisdiction if the miles/kilometers for the reporting period are actual, “A”, or estimated, “E”. In the space under Prorate, mark “Y” for yes if you wish to apportion with this jurisdiction, or “N” for no if you do not anticipate operation. In the space marked distance, write in the actual or estimated miles/kilometers for that jurisdiction.

Submit to our office the signed and dated original print-out and printed renewal Schedule B along with the required documents. For a complete list of the required documents, see Section IV (A), page 8-10.

Schedule A/E – To be filled out when a printed renewal is not available.

Name of Applicant - Applicant’s name shall be the full name of the operating carrier, or the name of a business or firm. The name must be limited to 30 characters in length.

Business Address – The physical street address where the applicant has an established place of business. This **must** be an Arkansas address where the fleet is based.

**NOTE:** Arkansas IRP will not accept a P.O. Box or Box number for the business address listed on the IRP application. The business address must contain a valid street address in the state of Arkansas.

Mailing Address – The address where the applicant desires his/her registration credentials and correspondence be mailed. The only exception would be when we are shipping six (6) or more license plates because we are required to send them to a street address. If you want the plates to go to a street address other than the business address, please let us know.

License Year – A period of time for which registration is issued by the base jurisdiction.

Fleet Number – All fleets are presently fleet 1. If an applicant has multiple fleets, each fleet will be assigned a separate account number.

Person to Contact – List the name of the person responsible for licensing the fleet and who is familiar with the requirements of the application. Include the area code and telephone number where this person may be reached during the IRP Unit’s business hours of 8:00 AM to 4:30 PM (CST).

Weight Group Numbers and Weight Group Class – Weight Group Class is (P) for all Power Units, (T) for all Trailers, and (B) for Buses. The weight group numbers are assigned according to the weight of the vehicle. If there is more than one weight among the registered vehicles, each different weight group and the corresponding vehicle(s) must be listed on a separate Schedule A/E. See the following chart:

<u>Vehicle Weight/Weight Group</u>		<u>Vehicle Weight/Weight Group</u>	
6,000	060	44,000	440
7,000	070	45,000	450
8,000	080	46,000	460
9,000	090	47,000	470
10,000	100	48,000	480
11,000	110	49,000	490
12,000	120	50,000	500
13,000	130	51,000	510
14,000	140	52,000	520
15,000	150	53,000	530
16,000	160	54,000	540
17,000	170	55,000	550
18,000	180	56,000	560
19,000	190	57,000	570
20,000	200	58,000	580
21,000	210	59,000	590
22,000	220	60,000	600
23,000	230	61,000	610
24,000	240	62,000	620
25,000	250	63,000	630
26,000	260	64,000	640
27,000	270	65,000	650
28,000	280	66,000	660
29,000	290	67,000	670
30,000	300	68,000	680
31,000	310	69,000	690
32,000	320	70,000	700
33,000	330	71,000	710
34,000	340	72,000	720
35,000	350	73,000	730
36,000	360	74,000	740
37,000	370	75,000	750
38,000	380	76,000	760
39,000	390	77,000	770
40,000	400	78,000	780
41,000	410	79,000	790
42,000	420	80,000	800
43,000	430	Trailer	001

IN THE FOLLOWING COLUMNS LIST VEHICLES IN THE SAME WEIGHT GROUP.

Columns A through N - In order for the IRP Unit to calculate fees for all jurisdictions, all the columns **MUST** be completed as follows:

Column A - **Owner's Equipment Number** – enter the owner's or company's assigned unit or equipment number.

Column B - **Year** - enter the year model designated by the manufacturer.

Column C - **Make** - enter the trade name of each vehicle, see page 41.

Column D - **Vehicle Identification Number** - enter the complete vehicle Identification number as assigned by the manufacturer.

Column E - **Type** - enter vehicle type per the codes at bottom of Schedule A.

Column F - **Axles/Seats** - enter the number of axles under each unit. For buses list the number of seats.

Column G - **Fuel** - enter fuel according to the codes at the bottom of Schedule A.

Column H - **Unladen Weight** - enter the empty weight for each unit.

Column I - **Combined/Declared Gross Weight** - enter the combined gross weight for vehicles in combination or the gross weight for the power unit. The combined gross weight is the weight of the truck or truck-tractor plus the weight of any trailer or semi-trailer, together with the cargo or payload transported. The gross weight is the empty weight of the truck-tractor plus the loaded weight of the front end of the semi-trailer resting on the truck-tractor. For the trailers, enter the trailers empty weight plus the weight the heaviest load to be transported on the axles.

Column J - **Name of Owner** - enter name as shown on face of title. For a new purchase, show the name as it is assigned on the MSO or title.

Column K - **Title Number** - enter the title number issued to the owner shown in Column K. If the equipment is not titled in Arkansas, supporting documents to secure an Arkansas title must accompany the application. See section IV, A, 3-4 pages 8-10.

Column L - **Date of Purchase** – enter month, day and year of purchase.

Column M - Factory List Price – enter the manufacturer’s retail price, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle. If factory price is not known please leave blank.

And

**Latest Purchase Price** – enter the actual purchase price of the purchase price of the vehicle paid by the current owner, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle.

Column N – **For office use only.**

Column O – **for office use only.**

In the appropriate boxes at the bottom of the page, indicate the total number of Power units and trailers listed on the application.

C. SCHEDULE B

Schedule B is on the reverse side of Schedule A/E.

Enter the actual miles from the period of July 1 through June 30 of the requested reporting years.

**Failure to maintain actual mileage/distance records will result in full fee assessment for the state of Arkansas. See Audit Section Pages 21-23.**

1. Expanded operation: If a fleet is anticipating traveling in a jurisdiction but mileage/distance was not accrued in that jurisdiction during the reporting period, estimated mileage/distance for the jurisdiction will be accepted and should be marked “Estimated”. The estimated miles are added to the total fleet miles. The fee calculation is based on 100% of total fleet miles, therefore the added jurisdictions fees are based over 100% from the original application.
2. Amended Schedule B: Registrants wishing to add jurisdictions on their cab cards during the license year must file a supplement for an Amended Schedule B. The registrant must estimate mileage/distance based on the anticipated travel and give a detailed explanation of the estimates. If there is no explanation provided regarding the mileage/distance estimate and we have been unsuccessful in contacting you, estimated mileage/distance will be used from the estimated mileage/distance charts found on pages 38-39. Mileage/distance for each new jurisdiction on the Schedule B should be marked “E” for estimated.
3. New Operation: Registrants should estimate mileage/distance based on the

proposed operation of the fleet during the license year which registration is sought in a twelve month period. A detailed explanation of the estimated mileage/distance must be recorded on the Schedule B. You may choose to use the estimated mileage/distance charts found on pages 38-39, or if we are unable to contact you regarding your estimates, we will use the mileage/distance from the estimated mileage/distance chart.

Estimated mileage/distance is not acceptable if the registrant accrued actual miles/kilometers during the reporting period.

**Mileage/distance records must be maintained from the initial date of apportionment.**

D. Type of Operation

Enter the Carrier type from the list below:

1. PC - Private Carrier
2. HH - Haul for Hire
3. RC - Rental Company
4. HC - Household Goods Carrier

E. Licensing Weight Schedule A/E

1. This form is combined with the renewal application Schedule A and all supplements. Each Schedule A/E requires only one weight group, therefore each weight group is listed on a separate Schedule A/E.
2. Differential Registration Weight – Applicants may elect to register a vehicle at a higher or lower combined gross weight between IRP jurisdictions within a 10% variance. If the applicant desires to register in Arkansas at 73,000 pounds and in Texas at 80,000 pounds, he/she must show these weights on the Licensing Weight Schedule A/E. However the weight group is based on the Arkansas Weight.

**VI. SUPPLEMENTAL APPLICATION**

Supplement forms are filed with the IRP office for vehicle changes during the registration year. Supplement application forms are used in the same manner as the original application. Supplemental forms are provided upon request.

Supplemental applications are not processed until the original application is paid in full.

New or additional vehicles require a current assessment with the County Assessor or Public Service Commission. Proof of current liability insurance is also

required.

Arkansas registration fees reduce during the year as shown on the fee schedule on page 47. Full year registration fees are charged on supplements unless the vehicle previously registered provides proof of a current IRP cab card. This information is required in order to insure the applicant receives the reduced fee. The fees are based on the **EXPIRATION DATE** shown on the previous cab card **NOT** the grace period date so the fees may not be reduced depending upon the expiration date.

Vehicles deleted from a fleet as even transfers during the year can not have a license plate transferred back to the same unit within the registration year. However if the vehicle is garaged for repairs, presenting repair bills with the even transferred units would allow the license plate to transfer.

When supplement applications are filed for a weight increase or a weight decrease, state in capital letters on the supplement application **WEIGHT INCREASE ONLY** or **WEIGHT DECREASE ONLY**. The apportioned cab card must be returned and if the weight increases or decreases to a new license class, the license plate must also be returned. The carrier may request temporary authority. If the weight increases to 55,000 pounds or more, a Form 2290 must be filed within 30 days of the truck being placed into service at the increased weight.

- A. **Preparation of the Supplement Application:** The signed supplement application must be completed according to the instructions found below. If there is more than one weight among the vehicles being registered, each weight classification and the corresponding vehicles require a separate supplement form.
1. The account number and supplement number must be shown. The account number is the carrier's permanent account number and the supplement number is assigned by the carrier as supplements are submitted during each registration year; (i. e. Supplement #1, Supplement #2, etc).
  2. The **ADDITIONS** section of the supplement application is completed under the same instructions as the original application.
  3. Columns 1 through 10 of the **DELETION** section on the supplement application must reflect the vehicle information reported on the original registration or the supplemental application. The original cab card and/or license plate issued to the unit must be submitted with the application when applicable.
  4. Column 2 – enter the license number of the apportioned license plate assigned to the deleted unit.

5. Column 3 – enter the number of the apportioned decal assigned to the deleted unit.
6. Column 4 – enter the owner’s equipment number for the deleted unit.
7. Column 9 – enter the owner’s equipment number for the replacement unit.
8. Column 10 – enter a brief reason for removal of the deleted vehicle.
9. Licensing Weight Schedule E – the licensing weight Schedule E is completed according to instructions of original application forms by weight group number. Each weight group requires a new supplement form.

If applying for title on a new or used vehicle, all supporting documents must be submitted with the supplement application. See Section IV (B) page 8.

## **VII. BILLING AND PAYMENT OF REGISTRATION FEES**

The IRP Unit reviews each application and calculates fees for Arkansas and all IRP jurisdictions in which the application indicates apportionment. The billing invoice is mailed to the carrier’s mailing address and indicates the total amount due all jurisdictions. A detailed invoice of the cost per unit is available upon request. **RETURN ONE COMPLETE INVOICE WITH A PERSONAL CHECK\*, COMPANY CHECK\*, OR CERTIFIED FUNDS PAYABLE TO THE DEPARTMENT OF FINANCE AND ADMINISTRATION:**

Office of Motor Vehicles  
IRP Unit  
P.O. Box 8091  
Little Rock, Arkansas 72203

**\*IF THE IRP UNIT HAS EVER RECEIVED A BAD CHECK ON AN ACCOUNT, CERTIFIED FUNDS ARE MANDATORY FOR ALL FUTURE PAYMENTS. THE BAD CHECK POLICY APPLIES TO SALES TAX CHECKS AS WELL AS REGISTRATION CHECKS REGARDLESS OF THE AMOUNT OR THE REASON THE CHECK WAS BAD.**

The IRP Unit will also accept ComChek and bank transfers for payment.

Before making payment, please check the following:

1. Are all jurisdictions listed on the invoice that you wish to apportion with? Is there a jurisdiction listed that you did not want to apportion with?

2. Are you being billed for all units you want licensed?
3. Are you being billed for the same unit twice?
4. Please check the VIN number for each unit.

If a discrepancy has been found, please call or return your invoice to our office with corrections prior to paying your invoice. Adjusting your invoice and the amount of your check may delay receiving your credentials since recalculating fees for removed jurisdictions will reallocate percentages and change totals. Refunds will not be issued for units which are sold prior to the payment of fees. **Please verify ALL units on the invoice before submitting payment!**

**\*\*TEMPORARY AUTHORITY WILL NOT BE ISSUED ON ANY VEHICLE PREVIOUSLY REGISTERED.\*\***

The original cab card represents receipt for registration fees paid and must be in the vehicle to which it applies. Enforcement personnel checks the original cab card for verification that the vehicle is properly registered. Alteration of IRP cab cards may result in suspension of all vehicles.

#### **VIII. APPORTIONED LICENSE PLATES AND CAB CARDS**

Arkansas began issuing decals with the 1997-98 registrations. Unless you are adding new equipment, you will be issued new cab cards and new decals only. Cab cards will not be issued for renewed permanent plates. License plates, decals or cab cards are not issued until all fees have been paid. When fees are received, an APPORTIONED license plate (when necessary), decal and cab card will be issued for each vehicle in the fleet.

The cab card lists the jurisdictions plus the applicable weight for each jurisdiction.

**The original cab card is required in the vehicle at all times. Photo copies will not be honored by enforcement personnel.**

If a unit is removed from operation (sold, wrecked, etc.) it is the carrier's responsibility to remove the license plate and cab card from the deleted unit.

Arkansas has a permanent trailer license plate. The one time fee is \$65.00. This permanent trailer license cannot be transferred from one trailer to another, and if the plate should be lost or stolen, a new license plate must be purchased for \$65.00.

#### **VIII. REPLACEMENT OF LOST IDENTIFICATION**

- A. When an Arkansas apportioned license plate, decal or cab card is lost or stolen, contact the IRP Unit to secure temporary authority before continuing operation. Vehicles not displaying proper identification are in violation of the law and the driver is subject to enforcement action.
- B. If an Arkansas apportioned plate is lost or stolen, the carrier must apply for a Replacement plate and decal on a supplement application form. There is a \$1.00 fee to replace a lost or stolen plate. Written notice with a brief explanation of how the plate was lost must accompany the lost plate supplement. The cab card corresponding to the lost plate must accompany the supplement application. This cab card is canceled by the IRP Unit before a new plate is issued.
  - 1. If an apportioned plate has been reported lost or stolen and is found, it must be returned to the IRP Unit immediately.
  - 2. If a vehicle is leased, replacement cannot be issued to the carrier or owner-operator unless the application for replacement is accompanied by a statement by both the lessee and lessor.
  - 3. If the license plate and cab card are destroyed by a wreck or fire, etc., a certified statement from the insurance adjuster must accompany the request for replacement.
  - 4. Permanent license plates must be replaced for a fee of \$65.00.
- C. If an Arkansas apportioned decal is lost or stolen, a supplement form must be submitted and the decal will be replaced for \$1.00. The apportioned cab card must also be sent in with the supplement application so that a new cab card can be printed reflecting the new decal number.
- D. If an Arkansas apportioned cab card is lost or stolen, a supplement form must be submitted and the cab card will be replaced for \$1.00. The license plate needs to remain on the unit. You will receive an updated cab card only.

## **IX. TEMPORARY OPERATING AUTHORITY**

- A. Temporary operating authority is not issued on previously registered vehicles listed on the renewal application.
- B. Carriers adding new or additional vehicles to an apportioned fleet may request the IRP Unit to issue temporary authorization.
- C. The carrier may request temporary authority by submitting the supplement application form and attaching a letter of request, or telephoning the request to the IRP Unit by 3:00 pm (CST ).

D. **Once temporary authority has been issued, all paperwork must be submitted to the IRP Unit to complete the registration within 5 days.**

The temporary authorization is a non-mandated privilege and a courtesy and should not be abused.

B. The following guidelines apply for the issuance of temporary authority:

1. Request for temporary authority is accepted by the IRP Unit between the hours of 8:00 AM and 3:00 PM, Monday through Friday. Requests received after 3:00 PM will be issued on the following work day.
2. The carrier has a fleet currently apportioned with Arkansas and the added vehicle is registered as a part of the same fleet. Please review section IX (B) above.
3. The registration of the vehicle covered by temporary authority must be completed within the 30 days limit of the authorization.
4. The temporary authorization covering a specific vehicle cannot be transferred to another vehicle.
5. The IRP Unit reserves the right to refuse temporary authority to any carrier who has abused the privilege or whose IRP account is not in good standing.
6. Once temporary authority is issued-SUBMIT THE SUPPLEMENT. Temporary authority should not be issued without acknowledgement from the carrier that he/she has the necessary documents to register the vehicle (s). Thirty days is more than enough time to submit the application and receive credentials.
7. If temporary authority is issued and the application to register the vehicle is not received by the expiration date shown on the temporary permit, the carrier will be billed for fees based on vehicle information in the temporary authority.

X. **TRIP PERMITS**

- A. Out-of-state vehicles eligible for apportioned registration but are not registered with Arkansas are required to purchase a 72-hour trip permit for a fee of \$33.00. The permit may be purchased at the first port of entry into the state. The permit allows for interstate and intrastate movement through the state.

- B. Arkansas trip permits are available in some county revenue offices, and weight stations with additional services charged through the following permitting services. For assistance from these companies, their toll free numbers are listed below:

<u>Permit Service</u>	<u>Telephone Number</u>
Transceiver	1-800-338-3007
Permits, Inc.	1-800-777-3545
Xero-Fax	1-800-937-6329
Trans/Mid America	1-800-228-7577
Nova Permits	1-800-567-7775
Jet Permits Inc.	1-800-788-0603
T-Chek Systems	1-877237-2432

## **XI. ENFORCEMENT**

- A. Credentials for the current registration year must be on the vehicles by the last day of the expiring month. Enforcement begins the first of each month.
- B. Arkansas apportioned vehicles not displaying a current license plate and cab card or temporary authority are in violation, and the driver is subject to arrest and fines in all jurisdictions.
- C. Arkansas carriers traveling throughout the jurisdictions should understand the requirements of those jurisdictions before entering. Listed in the exhibits section of this manual are the addresses and telephone numbers for each jurisdiction's IRP and Motor Fuel Tax offices.
- D. Enforcement personnel review the original cab card for verification that vehicles are properly registered, and registration fees are paid to the base jurisdiction and other jurisdictions listed. The original cab card should be carried in the vehicle described and must not be mutilated or altered in any way.

## **XII. AUDITS**

Under the provisions of Article XVI of the International Registration Plan, each base jurisdiction administrator may audit the supporting trip-mileage/distance records of the registrants displaying apportioned base plates from his/her

jurisdiction. To qualify for apportionment, a registrant must operate interstate and must maintain accurate mileage/distance records of the trip movement of his apportioned vehicles.

All records in support of an application must be retained for a period of three (3) years following the close year of the registration year. These records must be maintained on each individual vehicle from July 1 – June 30 each reporting period.

Notice of intent for audit is given to the carrier by telephone. The records are to be made available for audit by the IRP audit staff during normal business hours.

Operational records shall determine every mile/kilometer traveled in every jurisdiction by date and by vehicle. Acceptable source documents verifying the mileage/distance is a type of Individual Vehicle Mileage Record (IVMR).

Source documents should contain:

1. Date of trip (starting and ending);
2. Trip origin and destination;
3. Route of travel;
4. Beginning and ending odometer or hubodometer reading of the trip;
5. Total trip distance traveled;
6. Distance traveled by jurisdiction;
7. Unit number or vehicle identification number

Source documents may contain:

1. Vehicle fleet number;
2. Registrant's name;
3. Trailer number;
4. Driver's name and/or signature

It is strongly recommended that a monthly or quarterly recap by jurisdiction be maintained on all miles traveled. Computer printouts and monthly reports are not acceptable if they cannot be supported by an IVMR. Source documents are not adequate unless the recorded information is accurate and legible.

**ALL REGISTRANTS ARE LIABLE FOR THE PROPER MAINTENANCE OF THEIR MILEAGE/DISTANCE RECORDS. REGISTRANTS FAILING TO MAINTAIN ACCEPTABLE MILEAGE/DISTANCE RECORDS FOR AUDIT ARE SUBJECT TO FULL FEE ASSESSMENT AND/OR CANCELLATION.**

Registrants are required to sign a statement acknowledging mileage/distance record keeping requirements. See page 42. This form must be signed and returned

prior to the issuance of credentials. A signed form represents to the IRP office that the form has been read and mileage/distance record compliance will follow.

### **XIII. REFUNDS**

- A. The office of Motor Vehicle IRP Unit may approve refunds under the following conditions:
1. Internal error was made by the IRP Unit,
  - Or
  2. If there is a duplication of vehicles registered in the same fleet and the fees have been paid twice.

**Refunds will not be made for units you license in error. PLEASE  
VERIFY YOUR INVOICE BEFORE SUBMITTING PAYMENT.**

- B. Proportionate refunds may be approved according to Arkansas Statute 27-14-504 under the following conditions:
1. The registrant has discontinued operation in the State of Arkansas.
  2. The vehicle registered has been totally destroyed.
  3. The registrant has changed his operations in Arkansas such that registration under the plan would no longer be appropriate in this state.

Refund approval will be made by the IRP manager once the situation has been reviewed. The refund is based on Arkansas fees only and will be prorated. The registrant is required to submit the request in writing and state the specific reason for the refund. The license plate(s) and original cab card(s) must be returned. The prorated refund begins 30 days from the date the request and supporting documents are received. All documents must be in the IRP Unit prior to the refund being considered.

### **XIV. INSURANCE REQUIREMENTS**

Effective August 1, 1987 the State of Arkansas requires proof of liability insurance on all vehicles. The following requirements are needed on each vehicle before apportioned registration is processed.

Acts 474 and 971 of 1987 require mandatory motor vehicle liability insurance providing as a minimum the following coverage: \$25,000 bodily injury, \$50,000 pre accident, \$15,000 property damage.

The following listed items showing the required liability insurance coverage with a vehicle identification number, policy or binder number and expiration date of policy are used for proof of liability insurance.

Identification or proof of purchase card issued by the insurer with a good expiration date and identification of vehicle.

Insurance policy, policy declaration or policy binder.

Letter or statement issued to the applicant by an authorized insurance agent.

Certificate of self insurance issued by the state of Arkansas.

An insurance policy renewal notice accompanied by a receipt of canceled check.

For insurance policy renewal notice accompanied by a receipt of canceled check.

For owners and/or lessees of motor vehicles which are covered by garage, fleet or business auto liability insurance policies, satisfactory proof of liability insurance for the purpose of issuance or renewal of a motor vehicle license plate shall be either a copy of such liability insurance policy currently in effect, or a statement or letter from the insurer certifying that the insurance policy specifically covers the operation of all motor vehicles owned by or leased to the policyholder.

A photocopy of any of the above.

Lessees operating under the insurance of a lessor should provide a copy of their lease agreement unless the insurance describes their vehicle.

## **XV. FEDERAL HEAVY VEHICLE TAX**

When filing your application, proof of payment for the Federal Heavy Vehicle Use Tax on each taxable unit with a gross or combined gross weight of 55,000 pounds or higher is required. Evidence is not required on new or used units being titled and placed into service for the first time. If application for license of a newly purchased vehicle is made after the vehicle has been in service for 30 days or more, the tax must be paid and proof of the receipted 2290 must be provided to the IRP Unit prior to issuance of the apportioned credentials.

Acceptable evidence is a copy of a receipted IRS Schedule I Form 2290 listing your equipment by vehicle identification number up to 21 units. If your fleet exceeds 21 units, vehicle identification numbers are not required, however, the total number of units listed under Part III, Summary of Reported Vehicles, line (a) must be equal to, or more than, the number of registrations.

In lieu of a receipted IRS Schedule I Form 2290, a copy of your unreceipted Schedule I Form 2290 and copies of both sides of the canceled check (s) will be acceptable as proof of payment, as long as the canceled check has a code on the back which indicates to us payment has been made.

When registering owner/operators, copies of their receipted Schedule I Form 2290 must be included or copies of their unreceipted Schedule I Form 2290 and copies of both sides of their canceled check(s).

If your vehicle qualifies for the suspended tax section the VIN must still be listed under Part II of the Schedule I Form 2290 and the form must be stamped received by the IRS prior to IRP issuing apportioned credentials.

Once a vehicle has been placed into service, the 2290 must be filed with the IRS within 30 days.

#### **XV. HUNTER PERMIT**

The International Registration Plan provides for a hunter permit for owner-operators not operating as a lessor. Arkansas provides a means for owner-operators to register their trucks in these cases. Owner-operators may purchase a non-apportioned base plate through one of the State Revenue Offices for the unladen weight of their truck. The registration fee will be the lowest of the fees for the particular weight classification.

## **IRP JURISDICTIONAL ADDRESSES**

### **ALABAMA**

Department of Revenue  
Motor Vehicle Division  
P.O. Box 327620  
Montgomery, AL 36132-7620  
Telephone: 334-242-9000 or 2999

### **ALBERTA**

Alberta Transportation  
Prorate Services  
1<sup>st</sup> Floor, 803 Manning Rd NE  
Calgary, Alberta T2E 7M8  
Telephone: 403-297-2920

### **ARIZONA**

Department of Transportation  
Motor Vehicle Division  
1801 W. Jefferson St.  
Mail Drop 527M  
Phoenix, AZ 85007-3289  
Telephone: 602-712-6775

### **ARKANSAS**

Office of Motor Vehicles  
IRP Unit  
Little Rock, AR 72203  
Telephone: 501-682-4653

### **BRITISH COLUMBIA**

ICBC Prorate  
P.O. Box 7500  
Stn. Terminal  
Vancouver, B.C. V6B 5R9  
Telephone: 604-443-4450

## **CALIFORNIA**

Department of Motor Vehicles  
IRP Unit  
P.O. Box 932320  
Sacramento, CA 94232-3200  
Telephone: 916-657-7971

## **COLORADO**

Motor Carrier Services  
IRP Section  
1881 Pierce St., Rm. 114  
Lakewood, CO 80214  
Telephone: 303-205-5675

## **CONNECTICUT**

Department of Motor Vehicles  
IRP/SSRS  
60 State Street Room 104  
Wethersfield, CT 06161-1010  
Telephone: 860-263-5281

## **DELAWARE**

Division of Motor Vehicles  
Motor Fuel Tax Administration  
IRP Unit  
P.O. Box 7065  
Dover, DE 19903-7065  
Telephone: 302-744-2701

## **DISTRICT OF COLUMBIA**

Department of Motor Vehicles  
IRP Processing Center  
3230 Pennsylvania Ave. SE  
Washington, DC 20020  
Telephone: 202-645-6331

## **FLORIDA**

Dept. of Hwy. Safety &  
Motor Vehicles  
Bureau of Motor Carrier Svc.  
Neil Kirkman Bldg Rm A110  
2900 Apalachee Pkwy., MS #62  
Tallahassee, FL 32399  
Telephone: 850-488-6921

## **GEORGIA**

Department of Revenue  
Motor Vehicle Division  
IRP Section  
1200 Tradeport Blvd.  
Hapeville, GA 30354  
Telephone: 404-657-4186

## **IDAHO**

Transportation Department  
Division of Motor Vehicles  
P.O. Box 7129  
Boise, ID 83707-1129  
Telephone: 208-334-8611

## **ILLINOIS**

Secretary of State  
Commercial & Farm Truck Div.  
501 S. Second St., Rm. 300 Howlett Bldg.  
Springfield, IL 62756  
Telephone: 217-782-4815

## **INDIANA**

Department of Revenue  
Motor Carrier Services Division  
5252 Decatur Blvd., Suite R  
Indianapolis, IN 46241  
Telephone: 317-615-7340

## **IOWA**

Dept. of Transportation  
Motor Vehicle Division  
Office of Motor Carrier Service  
P.O. Box 10382  
Des Moines, IA 50306-0382  
Telephone: 515-237-3268

## **KANSAS**

Department of Revenue  
Division of Vehicles  
Motor Carrier Services Bureau  
3718 SW Burlingame Rd.  
Topeka, KS 66609-1217  
Telephone: 785-291-3384

## **KENTUCKY**

Transportation Cabinet  
IRP Section  
Box 2323  
Frankfort, KY 40602-2323  
Telephone: 502-564-4120

## **LOUISIANA**

Department of Public Safety & Corrections  
Office of Motor Vehicle IRP Unit  
P.O. Box 64886  
Baton Rouge, LA 70896-4886  
Telephone: 225-925-6270

## **MARYLAND**

Motor Vehicle Administration  
Motor Carrier Svc Section Rm 120  
6601 Ritchie Hwy NE  
Glen Burnie, MD 21062  
Telephone: 410-787-2971

## **MAINE**

Bureau of Motor Vehicles  
IRP Unit  
29 State House Station  
Augusta, ME 04333-0029  
Telephone: 207-624-9000 Ext. 52135

## **MANITOBA**

Manitoba Department of Transportation &  
Government Services  
1075 Portage Ave.  
Winnipeg, MB Canada R3G 0S1

## **MASSACHUSETTS**

Registry of Motor Vehicles  
IRP Section  
1 Copley Place  
Tower One, 3<sup>rd</sup> Floor  
Boston, MA 02116  
Telephone: 617-351-9320

## **MICHIGAN**

Michigan Department of State  
IRP Section  
7064 Crowner Dr.  
Lansing, MI 48918  
Telephone: 517-322-1097

## **MINNESOTA**

Department of Public Safety  
Driver/Vehicle Services  
1110 Centre Pointe Curve, Suite 425  
Mendota Heights, MN 55120  
Telephone: 651-405-6161  
888-472-3389 Op #5

## **MISSISSIPPI**

State Tax Commission  
IRP Section  
P.O. Box 1140  
Jackson, MS 39215-1140  
Telephone: 601-923-7142

## **MISSOURI**

Department of Transportation  
Motor Carrier Services  
P.O. Box 893  
Jefferson City, MO 65105-0893  
Telephone: 573-751-6433

## **MONTANA**

Department of Transportation  
Motor Carrier Services Division  
P.O. Box 4639  
Helena, MT 59604-4639  
Telephone: 406-444-6130

## **NEBRASKA**

Department of Motor Vehicles  
Motor Carrier Services  
P.O. Box 98935  
Lincoln, NE 68509-8935  
Telephone: 888-622-1222

## **NEVADA**

Dept. of Motor Vehicles & Public Safety  
Motor Carrier Division  
555 Wright Way  
Carson City, NV 89711-0600  
Telephone: 775-684-4711

## **NEW HAMPSHIRE**

Department of Safety  
International Registration Plan  
10 Hazen Drive  
Concord, NH 03305  
Telephone: 603-271-2196

## **NEW JERSEY**

Division of Motor Vehicles  
Motor Carriers Unit  
IRP Section  
225 E State St.  
P.O. Box 178  
Trenton, NJ 08666-0178  
Telephone: 609-633-9399

## **NEW MEXICO**

Taxation & Revenue Department  
Motor Vehicle Division  
P.O. Box 1028  
Sante Fe, NM 87504-1028  
Telephone: 505-827-2265

## **NEW YORK**

International Registration Bureau  
P.O. Box 2850 – ESP  
Albany, NY 12220-0850  
Telephone: 518-473-5834

## **NORTH CAROLINA**

Department of Transportation  
Division of Motor Vehicles  
IRP/Motor Carrier Section  
1425 Rock Quarry Rd., Suite 100  
Raleigh, NC 27610  
Telephone: 919-861-3720

## **NORTH DAKOTA**

Department of Transportation  
Motor Vehicle Division  
608 E. Boulevard Ave.  
Bismarck, ND 58505-0780  
Telephone: 701-328-2725

## **NEWFOUNDLAND & LABRADOR**

Motor Registration Division  
Department of Government Services & Land  
P. O. Box 8710  
St. Johns, NF Canada A1B 4J5  
Telephone: 709-729-2527

## **NOVA SCOTIA**

Service Nova Scotia & Municipal Relations  
IRP Section  
P.O. Box 1652  
Halifax, NS Canada B3J 2Z3  
Telephone: 902-424-4937

## **OHIO**

Bureau of Motor Vehicles  
IRP Processing Center  
P.O. Box 16520  
Columbus, OH 43216-6520  
Telephone: 614-752-7587

## **OKLAHOMA**

Oklahoma Tax Commission  
Motor Vehicle Division  
Prorate Section  
2501 N. Lincoln Blvd.  
Oklahoma City, OK 73194  
Telephone: 405-521-3036

## **ONTARIO**

Ontario Ministry of Transportation  
IRP Office, Room 333, Bldg C  
1201 Wilson Ave.  
Downsview, ON Canada M3M 1J8  
Telephone: 416-235-3865

## **OREGON**

Department of Transportation  
Motor Carrier Transportation Division  
550 Capitol Street NE  
Salem, OR 97301  
Telephone: 503-378-6699

## **PENNSYLVANIA**

Bureau of Motor Vehicles  
Commercial Registration Section  
P.O. Box 68286  
Harrisburg, PA 17106-8286  
Telephone: 717-783-6095

## **PRINCE EDWARD ISLAND**

Department of Transportation & Public Works  
P.O. Box 2000  
Charlottetown, PEI, Canada C1A 7N8  
Telephone: 902-368-5223

## **QUEBEC**

Societe De L'Assurance  
Automobile Du Quebec  
333 Boulevard Jean Lesage  
Local C-3-13  
Quebec City, QC, Canada G1K 8J6  
Telephone: 418-528-4528

## **RHODE ISLAND**

Division of Motor Vehicles  
IRP Services Section  
45 Park Place  
Pawtucket, RI 02860  
Telephone: 401-728-6692

## **SASKATCHEWAN**

Saskatchewan Government Insurance  
Motor Vehicle Division  
2260 11<sup>th</sup> Avenue  
Regina, SK S4P 2N7  
Telephone: 306-751-1251

## **SOUTH CAROLINA**

Department of Motor Vehicles  
Motor Carrier Services  
P.O. Box 1498  
Blythewood, SC 29016  
Telephone: 803-896-3870

## **SOUTH DAKOTA**

Department of Revenue  
Prorate & Commercial Licensing  
445 E. Capitol Avenue  
Pierre, SD 57501  
Telephone: 605-773-4111

## **TENNESSEE**

Department of Safety  
1148 Foster Ave.  
Nashville, TN 37210  
Telephone: 615-687-2260

## **TEXAS**

Department of Transportation  
Vehicle Titles & Reg. Div.  
IRP Branch  
4000 Jackson Ave.  
Austin, TX 78779-0001  
Telephone: 512-465-7570

## **UTAH**

State Tax Commission  
210 North 1950 West  
Salt Lake City, UT 84134  
Telephone: 801-297-6800  
888-251-9555

## **VERMONT**

Agency of Transportation  
120 State Street  
Montpelier, VT 05603-0001  
Telephone: 802-828-2071

## **VIRGINIA**

Division of Motor Vehicles  
IRP Unit – Motor Carrier Services  
P.O. Box 27412  
Richmond, VA 23269  
Telephone: 804-367-8232

## **WASHINGTON**

Department of Licensing  
Prorate & Reciprocity Section  
P.O. Box 9036  
Olympia, WA 98507-9036  
Telephone: 360-664-1858

## **WEST VIRGINIA**

Division of Motor Vehicles  
IRP Unit  
1600 Washington St.  
Charleston, WV 25321  
Telephone: 304-558-3629

## **WISCONSIN**

Department of Transportation  
Motor Carrier Registration  
IRP Unit – 4802 Sheboygan Ave. Rm 151  
P.O. Box 7955  
Madison, WI 53707-7955  
Telephone: 608-266-9900

## **WYOMING**

Department of Transportation  
MV License & Titling – IRP  
5300 Bishop Blvd.  
P.O. Box 1708  
Cheyenne, WY 82003  
Telephone: 307-777-4829

**ESTIMATED MILEAGE / DISTANCE CHART**  
**REGISTRATION YEAR 2004**

AB-Alberta	199	ND-North Dakota	177
AL-Alabama	2,204	NE-Nebraska	694
AR-Arkansas	24,739	NL-Newfoundland	19
AZ-Arizona	4,104	NH-New Hampshire	28
BC-British Columbia	50	NJ-New Jersey	508
CA-California	5,157	NM-New Mexico	3,287
CO-Colorado	922	NS-Nova Scotia	552
CT-Connecticut	276	NV-Nevada	356
DC-District of Columbia	25	NY-New York	608
DE-Delaware	51	OH-Ohio	1,647
FL-Florida	1,726	OK-Oklahoma	5,039
GA-Georgia	1,589	ON-Ontario	93
IA-Iowa	844	OR-Oregon	561
ID-Idaho	568	PA-Pennsylvania	1,617
IL-Illinois	2,728	PE-Prince Edward	115
IN-Indiana	1,319	QC-Quebec	24
KS-Kansas	1,138	RI-Rhode Island	44
KY-Kentucky	1,567	SC-South Carolina	526
LA-Louisiana	2,864	SD-South Dakota	212
MA-Massachusetts	163	SK-Saskatchewan	1,121
MB-Manitoba	25	TN-Tennessee	4,249
MD-Maryland	365	TX-Texas	7,884
ME-Maine	66	UT-Utah	572
MI-Michigan	355	VA-Virginia	2,195
MN-Minnesota	336	VT-Vermont	37
MO-Missouri	5,515	WA-Washington	362
MS-Mississippi	3,252	WI-Wisconsin	348
MT-Montana	435	WV-West Virginia	458
NB-New Brunswick	517	WY-Wyoming	943
NC-North Carolina	832		

This chart is here to assist you when submitting a new fleet application or when adding additional jurisdictions. The mileage/distance figures are based on the actual figures reported divided by the number of power units. You may use your own estimates as long as they are submitted with a detailed explanation of your proposed operations. If you fail to give a detailed explanation and we are unable to contact you, we will use the estimated mileage/distance chart above.

**ESTIMATED MILEAGE / DISTANCE CHART**  
**REGISTRATION YEAR 2005**

AB-Alberta	70	ND-North Dakota	118
AL-Alabama	3,202	NE-Nebraska	1,121
AR-Arkansas	25,005	NL-Newfoundland	25
AZ-Arizona	4,542	NH-New Hampshire	101
BC-British Columbia	38	NJ-New Jersey	754
CA-California	5,461	NM-New Mexico	3,781
CO-Colorado	1,061	NS-Nova Scotia	788
CT-Connecticut	499	NV-Nevada	634
DC-District of Columbia	25	NY-New York	1,617
DE-Delaware	106	OH-Ohio	3,616
FL-Florida	1,839	OK-Oklahoma	5,539
GA-Georgia	2,455	ON-Ontario	229
IA-Iowa	1,202	OR-Oregon	943
ID-Idaho	834	PA-Pennsylvania	3,473
IL-Illinois	4,766	PE-Prince Edward	115
IN-Indiana	2,995	QC-Quebec	60
KS-Kansas	1,546	RI-Rhode Island	62
KY-Kentucky	2,737	SC-South Carolina	1,018
LA-Louisiana	3,465	SD-South Dakota	220
MA-Massachusetts	456	SK-Saskatchewan	31
MB-Manitoba	32	TN-Tennessee	5,615
MD-Maryland	754	TX-Texas	10,579
ME-Maine	300	UT-Utah	799
MI-Michigan	914	VA-Virginia	3,272
MN-Minnesota	501	VT-Vermont	157
MO-Missouri	6,410	WA-Washington	808
MS-Mississippi	3,372	WI-Wisconsin	691
MT-Montana	413	WV-West Virginia	714
NB-New Brunswick	61	WY-Wyoming	1,475
NC-North Carolina	1,665		

This chart is here to assist you when submitting a new fleet application or when adding additional jurisdictions. The mileage/distance figures are based on the actual figures reported divided by the number of power units. You may use your own estimates as long as they are submitted with a detailed explanation of your proposed operations. If you fail to give a detailed explanation and we are unable to contact you, we will use the estimated mileage/distance chart above.

### Maximum Weight for IRP Jurisdictions

Alabama	80,000 lbs.	Montana	80,000 lbs.
Alberta	137,786 lbs. **	Nebraska	80,000 lbs. *
Arizona	80,000 lbs.	Nevada	80,000 lbs.
Arkansas	80,000 lbs.	New Hampshire	80,000 lbs.
British Columbia	139,994 lbs. *	New Jersey	80,000 lbs.
California	80,000 lbs.	New Mexico	80,000 lbs. *
Colorado	80,000 lbs.	New York	80,000 lbs.
Connecticut	80,000 lbs.	North Carolina	80,000 lbs.
Delaware	80,000 lbs.	North Dakota	105,500 lbs. *
Dist. Of Columbia	80,000 lbs.	Oklahoma	90,000 lbs. *
Florida	80,000 lbs.	Ohio	80,000 lbs.
Georgia	80,000 lbs.	Oregon	105,500 lbs. *
Idaho	105,500 lbs. *	Pennsylvania	80,000 lbs.
Illinois	80,000 lbs.	Rhode Island	80,000 lbs.
Indiana	80,000 lbs.	Saskatchewan	137,786 lbs. *
Iowa	80,000 lbs. *	South Carolina	80,000 lbs.
Kansas	85,500 lbs. *	South Dakota	80,000 lbs. *
Kentucky	80,000 lbs.	Tennessee	80,000 lbs.
Louisiana	88,000 lbs. *	Texas	80,000 lbs.
Maine	90,000 lbs. *	Utah	80,000 lbs.
Maryland	80,000 lbs.	Vermont	80,099 lbs.
Massachusetts	80,000 lbs. *	Virginia	80,000 lbs.
Michigan	160,001 lbs. *	Washington	105,500 lbs.
Minnesota	80,000 lbs.	West Virginia	80,000 lbs.
Mississippi	80,000 lbs.	Wisconsin	80,000 lbs.
Missouri	80,000 lbs.	Wyoming	117,000 lbs.

\*Requires special permit over 80,000 lbs.

\*\* Requires special permit over 139,998 lbs.

## NCIC ABBREVIATIONS

Listed below are some of the abbreviations to be used in **Column C** of our original applications and supplement forms as the make of the equipment you are registering. These abbreviations are used by the National Crime Information Center (NCIC). If you have a power unit or trailer which is not on the list, contact our office or we will record it when we receive the application.

<u>Trucks/Tractor</u>		<u>Trailers</u>	
Chevrolet	CHEV	American	AMER
Dodge	DODG	Clement	CLEM
Ford	FORD	Custom	CUSM
Freightliner	FRHT	Dorsey	DORS
GMC	GMC	Fontaine	FONA
International	INTL	Fruehauf	FRUE
Isuzu	ISU	Great Dane	GDAN
Kenworth	KW	Heil	HEIL
Mack	MACK	Homemade	HMDE
Marmon	MAHA	Kentucky	KENT
Mercedes Benz	MERZ	Lufkin	LUFK
Peterbilt	PTRB	Nabors	NABO
Volvo	VOLV	Ravens	RAVE
Western Star	WSTR	Stoughton	STOU
		Strick	STRI
		Timpte	TIMP
		Trailmobile	TRIM
		Utility	UTIL

## **IMPORTANT MILEAGE/DISTANCE INFORMATION**

### **MILEAGE/DISTANCE RECORDS FOR AUDIT PURPOSES**

Participation in the International Registration Plan (IRP) requires that all registrants maintain accurate mileage/distance records. Your records must be made available for audit upon request with reasonable notice. Failure to maintain adequate mileage/distance records, may result in a full year's fee assessment or cancellation of your IRP privileges.

Records must be maintained for a period of five years for Arkansas registrants. Records must be maintained for all power units and for each registration period you participate in the IRP. Miles/distance will include deadhead, bobtail, empty, loaded, trip permit, and local movement.

Sample trip sheet examples may be obtained by calling the IRP Unit at (501) 682-4653. You may also call this number to speak to one of our auditors. Monthly recaps or summaries of your records greatly reduce the amount of time spent on audits at your place of business.

**REMEMBER:      FAILURE TO MAINTAIN PROPER  
MILEAGE/DISTANCE RECORDS MAY RESULT IN A  
FULL FEE ASSESSMENT OR CANCELLATION OF YOUR  
IRP PRIVILEGES.**

Account No. \_\_\_\_\_

Registrant Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

White copy – IRP

Blue copy - Registrant